

Office Use Only

Vacate Check: _____

NOTICE TO VACATE



27 Bennu Circuit, Airport Park Albury

Name: _____

Phone: _____

Storage unit number/s: _____

Today's date / /

Vacate Date: / /

Signature: _____

Please Complete Bank Details for Refund

BSB: _____ Account Number: _____

Account Name: _____

Please Complete Forwarding Address

Number & Street: _____

Suburb: _____ Post code: _____

Please return the key to our office on vacate day otherwise you will be responsible for rent from that day onwards.

***** Storage unit/s must be left clean and tidy and completely empty *****

Thank you for your assistance

<u>OFFICE USE ONLY</u>		Date:	
Key Returned?	Yes/No	Refund:	Yes/No
Email sent?	Yes/No	Outstanding Rent:	_____
_____		Rent Refundable:	_____
		Key Deposit Refund:	_____